



BEREAVEMENT LEAVE

1. DEFINITIONS

1.1 Immediate family of member:

1.1.1 Spouse.

1.1.2 Natural, adoptive, foster, or step-parent, child, brother, or sister.

1.1.3 Other relative residing in the household at time of death.

1.2 Domestic Partner: Two people, both of whom are 18 years of age or older and neither of whom is married, who have shared responsibilities, who have lived together for one year or more on a continuous basis at the time of registration, and who have registered as domestic partners and have not terminated the registration (see Section 3).

1.3 Immediate family member of spouse or domestic partner: Spouse or domestic partner's parent or child or other relative residing in the member's household at the time of death.

2. LEAVE REQUESTS

2.1 Bereavement Leave of not more than two 15-hour tours or two 9-hour tours and one 15-hour tour may be granted by the Deputy Chief to a member in case of:

2.1.1 Death in the member's immediate family.

2.1.2 Death of member's domestic partner.

2.1.3 Death in immediate family of member's spouse or domestic partner.

2.2 Bereavement Leave will be granted to a member who receives notice from the Department of Defense that the remains of a deceased person conforming to the above definitions have been returned for burial.

2.3 Bereavement Leave will be granted to a member who receives notice from the Defense Department that a person conforming to the above definition is "Missing" or "Missing in Action".

- 2.4 Approval of Bereavement Leave requests granted by the Deputy Chief for a domestic partner or immediate family member of a domestic partner must be submitted in writing to the Assistant Commissioner for Personnel, NYC Fire Department, Bureau of Personnel, 9 MetroTech Center, Brooklyn, NY 11201. When verification that the domestic partner has been registered is received from the NYC Department of Personnel, Bereavement Leave will be approved.
- 2.5 Bereavement Leave may not be less than four (4) calendar days.
- 2.6 A member receiving a death notification when on duty will be promptly excused by the immediate superior officer on duty.
- 2.7 Bereavement Leave will begin at 0900 hours following time of death.

3. AFFIDAVITS

Effective March 1, 1993, Domestic Partnership for Bereavement Leave registrations are accepted at the City Clerk's Office. For information on how to register or cancel a registration, you may call the City Clerk's Office at (212)669-8190.

4. REPORTS

When Bereavement Leave is granted, the officer on duty in the member's unit must prepare a report (in duplicate) to the Bureau of Personnel including:

Name, rank, unit and home address of member; relationship of deceased; time and date leave effective. If member was on duty when notification was received, include period of time excused from duty.

Forward one copy immediately; forward the other copy with transcript of death.

BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT

Affidavit of Domestic Partnership For Bereavement Leave

STATE OF NEW YORK)

:ss.:

COUNTY OF NEW YORK)

_____ being duly sworn, depose and say:

1. I Designate my partner _____ as my domestic partner.
2. My domestic partner and I are both over 18 years of age and our marital status is "single".
3. We are currently living together and have been living together for a period of one year or more on a continuous basis.
4. We have a close and committed relationship and shared responsibilities.
5. Neither I or my domestic partner is currently a member of another registered domestic relationship, nor have either of us been a member of another registered domestic partnership within the last twelve months.
6. I authorize the Department of Personnel to release to my agency verification of this registration should I request bereavement leave in accordance with Executive Order No. 123, dated August 7, 1989.
7. I agree to file an affidavit of Termination of Domestic Partnership for Bereavement Leave with the City Of New York Department of Personnel should this relationship, at any time, fail to meet the definition of domestic partnership as set forth in Executive Order No. 123 or any of the matters sworn to in paragraphs "1" through "5" above, no longer be true.

EMPLOYEE'S SIGNATURE

DATE

SWORN TO BEFORE ME THIS
_____ day of _____

NOTARY PUBLIC

EMPLOYEES TITLE _____

AGENCY _____

S.S.# _____

EXECUTIVE ORDER NO. 123 attached

**THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, NY 10007**

Executive Order No. 123

August 7, 1989

**BEREAVEMENT LEAVE FOR CITY EMPLOYEES
WHO ARE MEMBERS OF A DOMESTIC PARTNERSHIP**

WHEREAS, there have been significant changes in our society resulting in diverse living arrangements among individuals and an expanded concept of what constitutes a family unit; and

WHEREAS, many of these living arrangements involve long-term committed relationships between unmarried persons; and

WHEREAS, the death of one individual in such a relationship, or the death of that individual's parent or child or other relative residing in the household, would have a profound personal impact upon the other individual in such a relationship;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Bereavement Leave Established.

Bereavement leave for all City employees is hereby established in the event of the death of a domestic partner, as defined in Section 2, or the death of a parent or child of such domestic partner, or the death of a relative of such domestic partner residing in the household and shall be afforded in accordance with existing rules and regulations and the terms of this Executive Order.

Section 2. Domestic Partnerships Defined.

Domestic partners are two people, both of whom are 18 years of age or older and neither of whom is married, who have a close and committed personal relationship involving shared responsibilities, who have lived together for period of one year or more on a continuous basis at the time of registration, and who have registered as domestic partners and have not terminated the registration in accordance with procedures to be established by the Department of Personnel of the City of New York.

Section 3. Registration.

The Department of Personnel of the City of New York is directed to establish procedures and develop forms for the registration and termination of domestic partnerships. The Department of Personnel shall not register a domestic partnership if either member is currently a member of another domestic partnership or was previously a member of another domestic partnership and less than one year has expired since the termination of that domestic partnership.

Section 4. Effective Date.

This order shall take effect immediately.

EDWARD I. KOCH
MAYOR

**AFFIDAVIT OF TERMINATION OF DOMESTIC PARTNERSHIP
FOR BEREAVEMENT LEAVE**

STATE OF NEW YORK)

:S.S.;

COUNTY OF NEW YORK)

I _____, hereby revoke the designation of
_____ as my domestic partner, as designated by me on
(date)_____.

Signature of Employee

Date

Sworn to before me this
_____ day of _____

Notary Public

Employee's title _____

Agency _____

S.S.# _____